

Local Board of Health Emergency Fund: Application Form

Proposal Narrative

Proposal narratives must be no more than **five** pages (*with minimum 12-point font and one-inch margins*). Letters of commitment, project timeline, and budget do NOT count toward the page limit.

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(START OF FIVE PAGE NARRATIVE LIMIT)

1. Describe the project including how the project a) increases cost-effectiveness while maintaining or improving the quality of basic public health service provision and/or b) increases revenue-generation that will be invested in public health infrastructure.
<Enter text here>
2. Describe the need for the project.
<Enter text here>
3. Explain how the proposal connects to the Public Health Impact Task Force recommendations
(www.dhhr.wv.gov/localhealth/Public%20Health%20Impact%20Task%20Force/).
<Enter text here>
4. Explain how the project may generate information to be added to the body of knowledge for priority areas identified by the Center.
<Enter text here>
5. Detail the project goal(s), objectives and corresponding activities to be completed.
<Enter text here>
6. Describe how the project's success will be measured.
<Enter text here>
7. Provide a list of project team members, including any consultants. The list should include: name, title, organizational affiliation, and brief description of role in project.
<Enter text here>
8. Describe potential challenges that may be faced during the funding period and strategies to address and overcome them.
<Enter text here>

(END OF FIVE PAGE NARRATIVE LIMIT)

Project Timeline

Provide a project timeline for completion of the goal(s), objectives and activities listed above (e.g., Gantt chart. ***Please note: An attachment is acceptable.***)

<Enter text here>

Budget

Applicants must provide a detailed breakdown of the budget that outlines how the requested funds will be spent. Funds can be used for project activities leading to the establishment or implementation of cost-efficiency or revenue generation, including project staff salaries, meetings, supplies, project-related travel, and other direct project expenses. Equipment purchases and indirect costs are not allowable.

Funds may not be used to subsidize individuals for the costs of their health care, to support clinical trials of unapproved drugs or devices, to construct or renovate facilities, for lobbying, or as a substitute for funds currently being used to support similar activities. No capital renovations or facility expansion will be supported through this funding.

Please provide a budget narrative that details the items included in each line item. Budget should be broken down into the following categories:

Budget Category	Amount Requested
Personnel	
Salary and wages	
Fringe benefits	
Other Direct Costs	
Office operations	
Travel	
Meeting expenses	
Project space	
Other	
Purchased Services	
Consultants	
Contracts	
TOTAL	\$0.00

Budget Narrative

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Category	Narrative
Personnel	
Note: You must include base annual salary, full time equivalent (FTE) information and % of salary associated with this project for each person/role for which funds are being requested.	
Project Staff	
Fringe Benefits	
Other Direct Costs	
Office Operations	
Travel	
Meeting Expenses	
Project Space	
Other	
Purchased Services	
Consultants	
Contracts *	
In-kind Support	

***If contracts are a part of your proposed budget, you *must* complete the chart below for each contract.** Copy and paste the chart below if there are multiple contracts. Enter “TBD” when information is not yet known. If there are no contracts, delete these instructions and chart shown below.

Contract Budget Chart

Contractor Name	
Contract Start Date	
Contract End Date	
Scope of Work	
Deliverables	
Total Cost	

Cost Justification	
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Letters of Commitment

Letters of commitment must be submitted from the applicant's County Commission and from the Board of Health and County Commission of any associated jurisdictions. Form letters will not be accepted. Applications from multiple boards to enhance efficiencies and capacity are strongly encouraged.

Each letter should include the following:

- a description of why they are interested in participating in the project;
- a description of what they hope to contribute to and learn from the project;
- and a commitment to improving the efficiency and effectiveness of public health services through increased cost-savings and/or revenue generation.

Questions and Submission

Proposals can be submitted starting on March 21 and must be submitted no later than 5 p.m. on April 15, 2016. Please submit proposals and direct inquiries to dhhrbphclh@wv.gov. You may also email the Center with inquiries.